FOR MYSORE STATE

Revenue (195 3) Department.

Ms. SERIES.

G.O. NO. 1424.

closed file
Subject Rev L.

Dated 19.5.1953.

[Despatch Abstract.]

Establishment - Temporary (South Kanara) - Collector's office - Increase of work - Employment of additional staff - Proposals - Orders passed.

REVENUE DEPARTMENT.

Subject:-

Establishment - Temporary - (South Kanara) - Collector's Office - Increase of work - Employment of additional staff - Proposals - Recommended.

Station:-Madras. No.M.933/53-2 Dated 29-4-53.

Sri.W.R.S.Sattianathan, I.C.S., Commissioner of Land Revenue.
Sri.C.S.Krishnamurthi, I.A.S., Secretary, Board of Revenue.

Read:-From the Collector, South Kanara, Ref.A1.25252/52-5 D/7-2-53.
" " -6 D/3-4-53.

REFERENCE:--

Submitted to Government.

2. The Collector of South Kanara has applied for the appointment of one Huzur Head Clerk, two additional Upper Division Clerks and thre additional Lower Division Clerks for the Collector's office on the ground of general increase in work. The Board has examined the statistics furnished by the Collector and observes that each Clerk has more to do than the standard of 10 currents for each except in the case of Land Acquisition clerk. But this clerk's work is reported to involve a good deal of correspondence. Out of 18 clerks, 10 clerks have got t deal with from 15 to 39 currents. As regards the appointment of an additional Huzur Head Clerk, the Board considers that in view of the present financial condition of the State, supervising staff cannot be sanctioned for the Collector's offices on the basis of standards for ~~the Collector for~~ the Board's office or the Secretariat as urged by th Collector. In these circumstances, the Board recommends that the employment of one additional Upper Division Clerk and one Lower Divisi Clerk (against the two Upper Division Clerks, three Lower Division Clerks and one Huzur Head Clerk asked for by the Collector) may be sanctioned for the Collector's Office, South Kanara for a period of one year from the date of appointment. The request for the rest may be rejected.

R Venkatesha
For SECRETARY.

To
The Secretary to Government, Revenue Department (With enclosures).
Copy to the Collector of South Kanara.

CSR/29-4
29/4

Ref.Al.25252-52-5 S.Kanara Collector's office
Mangalore dated 7.2.53.

From

SRI C.A.RAMAKRISHNAN,I.C.S.
Collector of South Kanara,

To

The Secretary to the Board of Revenue
Land Revenue Madras.

Sir,

SUB: ESTABLISHMENT: Temporary--Collectors and subordinate officers--additional staff--entertainment of--report--submitted.

Ref: 1.Board's Ref.No.K.3123/52-1 dated 9.10.52.
2. -do- 14.10.52.
3.My Ref.C.No.25252/52-3 dated 16.10.52.

Subsequent to the submission of my report 3rd cited, I held a conference of my section heads and gave them detailed instructions on the lines referred to by the Board. I have also inspected the Revenue Divisional offices in November and December last and also examined the state of work in my own office. I find that there has been a general increase in the correspondence work in the Collector's office and also in the subordinate offices. It is this increase in work that has been mainly responsible for the delays and unnecessary references and not so much (as ~~personal~~ presumed by the Board) the general leisureliness of the staff, or the failure to make a conscious attempt to assess the time required for a particular work or to decide the lines on which action has to be taken. While there may be a few stray cases here and there of delays and dilatoriness warranting disciplinary action against those responsible, the generality of delays is mainly due to heavy work, which the existing staff is unable to cope up with. Disciplinary action and punishment in such cases will be inexpedient and undesirable as ultimately there will not be adequate evidence or grounds for awarding punishments, and as the formalities connected with the framing of charges, furnishing of explanations etc can only add to the already existing heavy work. The proper remedy in my opinion is to strengthen the staff wherever necessary so that the work entrusted to each individual may be manageable. Nobody should be burdened with more than a fair day's work. The solicitude which Government evince in regard to hours of work etc with reference to workers in private factories and establishments has to be extended to their own subordinate staff also.

2. The volume of work which the Revenue department is now handling is not the same as it used to be in the pre-Independence days. The advance in the literacy of the masses, and the consciousness that every citizen in a democratic state has a right to make a representation if he has a grievance real or imaginary, have resulted in an enormous increase in the number of petitions. Every petition has to be registered and enquired into, and a suitable reply given ultimately. Similarly, there is a tendency for unsuccessful parties to appeal against almost every order, and take up the matter to the Board and Government. There are also the petitions and representations made direct to the Heads of departments, Government, the Hon. Ministers, the Hon. the Chief Minister and even the Governor. These are referred to the Collector for remarks and in all such cases a careful enquiry and a self contained report are necessary. All these engender extra work, and the public do not seem to know that this luxury of sending up petitions result in extra work on the staff and has ultimately to cause extra expenditure to the Government. Till an average citizen realises that unnecessary work thrown on the Government department is in the final analysis an extra burden on the tax payer, there can be no remedy for this state of affairs. Numerous new items of work like Rural welfare, displaced persons, Grow more food, etc have been added to the Revenue department, and these also have increased the correspondence work.

3. Statistics showing the number of new currents registered cannot

alone be taken as the criterion for assessing the volume of work. A clerk may have more work to do when he has to handle 50 complicated files in a month, which demand good deal of reference to various officers, before final disposal, than a clerk who has to handle 200 simple files which do not necessitate further correspondence. It is well known that subjects like Land Acquisition, alienation , assignment, suits and the like involve many intermediate references and careful scrutiny which takes up much time. On the other hand, subjects like grant of leave, reservation of Traveller's bungalows, write-off of Mggisterial fines etc can be disposed of quickly and without many intermediate references. It is understood that in the Board's office and the Secretariat, all papers received whether new currents or replies to pending currents, or periodicals or G.Os etc are given numbers and hence the total number of receipts is rendered high. Under the Tottenham system prevailing in the moffusil offices, replies, periodicals routine G.Os, B.Ps and other record files papers etc., are not given new case or distribution register numbers at all, with the result that the statistics make it appear as if the volume of work is less than what is actually is. My view is that if an impartial examination of the work in Madras and the Moffusil offices is made, it will be found that the section heads officers, and most of the clerks in the moffusil offices have to do twice or thrice the work of their counterparts in the Board's office or the Secretariat. I make this statement with a due sense of responsibility, and in the light of my experience of several years in the Board's office. In fact, the majority of the clerks etc here have to work beyong the prescribed office hours to satisfactorily tackle the reference received by them. I give below the figures of new case currents dealt with in the South Kanara Collector's office from 1935 onwards.

Year	No.	Year	No.
1935	5990	1944	15004
1936	572(	945	14455
1937	706:	946	15234
1938	862:	947	9140)
1939	872(	948	7215)
1940	879:	949	2791)
1941	911:	950	3549.)
1942	10044	951	4550)
1943	1201.	952	1643)

* From 1.10.1947 the Civil supplies section was treated as a section of the Collector's office and the new case currents include those of th civil supplies section. Hence, the abnormal increase from 1948 onwards.

The total number of new case currents relating to Civil supplies section and other special subjects for which additional staff was sanctioned has been estimated at 12000 to 15000. Excluding these numbers from the total currents, the average number of new case currents for the corresponding period has been more than 15000 per year. It will therefore be evident that the volume of work which the general branch in the Collector's office has been attending to since 1944, is more than double that which it has been handling on an average during the decade preceding 1944. The reasons for this abnormal increase have been briefly stated in para 2 above. And for this additional work, the additional staff sanctioned was only 3 lower division clerks and one typist. Of the 3 lower Division clerks, one was abolished in April last on the ground that the statistics did not justify even the 3 extra lower division clerks existing from 1944. If such statistics are the only criterion, they lead to the obviously incorrect conclusion that the permanent staff which used to handle about 6 to 8 thousand new case currents per year in the decade preceding 1944 was more than what was actually necessary. The fact is that thepermanent staff them, could do their work with efficiency and expedition as the volume was manageable but now that the volume

of work has more than doubled itself, even the additional staff consisting of two lower division clerks and one typist has not bee sufficient to get through the increase in work. The result is that there have been delays and a marked fall in the quality of the work.

4. As already stated in para 1 above several new itsms of work have devolved upon the Revenue department consequent on the post-war schemes and changes in the democratic set up. Each new item of work by itself looks too small to warrant the appointment of a clerk, but the cumulative effect of all of them is appreciable, and warrants the appointment of additional staff. I give below particulars of a few cases such new items of work:-

a) EVACUEE PROPERTY ADMINISTRATION:
Properties worth a lakh of rupees have been notified and 9 cases are under enquiry. Apart from other correspondences, there are 17 monthly, 1 fortnightly and 3 quarterly returns to be prepared for submission to the Custodian. An additional clerk was applied for but the proposal was turned down.

b)EVACUEES FROM BURMA ETC.
There are 158 items of loans pending recovery aggregating to Rs.59,000/- There was an additional clerk to attend to this work since 1944 but thepost was abolished in May last.

(c) DISPLACED PERSONS FROM PAKISTAN:
There are 9 families settled in Mangalore. They have been given rehabilitation advances amounting to Rs.10500/- and recoveries have to be effected in all these cases.

(d) INCOME TAX ARREARS: Prior to 1944 there uses to be one or two cases for recovery under the provisions of the Revenue Recovery act, but of late there have been several cases; in 1951 there were 49, and in 1952 there were 57.

The arrears now outstanding amount to over Rs 14 lakhs.

(e) COMMERCIAL TAX ARREARS: This is a recent additional item of work and a new periodical to watch the progress of collection jas been prescribed by the Board. The number of requisitions, received in December last was 26, covering a sum of Rs.12000/-

(f) COMMERCIAL CROP MARKETING ACT: The work that has to be attended to in the Collector's office is considerable. The work regarding the preparation and printing of electoral rolls, election of members etc under the act has to be attended to by the existing staff.

The above are only a few among the additional items of work for which no extra staff has been sanctioned. Then there is the increase of work due to several suit notices, civil suits by and against the Government, Land Acquisition cases, alienation proposals, and administration of new acts and schemes such as the Hindu religious Endowment act, Panchayat Act etc., Community Projects, Village Production councils, investigation of cottage industries etc.

5. I am of opinion that the time has come when in every office a count has to be kept of the total number of papers of whatever kind (and not merely new case numbers) received, and additional staff has to be sanctioned at the rate of at least, 1 lower division clerk for every 2000 papers, 1 upper division clerk for every 2 lower division clerks and 1 section head for 3 lower division clerks and 1 upper division clerk. Much of the ineffieiency in Mofussil offices is due to the fact that a section head has to supervise the work of up to 10 or more clerks whereas in the Board's office and in the Secretariat, a section head has onlt a fraction of this number of clerks under him. The idea that supervision work is less important in the mofussil offices than in the Board's office or the Secretariat, or that it is easier is not well--founded. Since last October, an accou has been kept in my office of the total number of papers received

in the correspondence branch of new currents, replies to pending currents, periodicals, G.Os etc. It is found that on an average; the total number of papers is five times the number of new currents. At this rate the total number of papers in a year comes to 75,000 presuming the average new currents to be 15,000 on the scale indicated by me, this will require a staff consisting of at least say 30 clerks. But at present there are 7 upper Divisional clerks, 11 lower Division clerks and 5 typists in the correspondence branch, including the additional staff of 2 lower division clerks and 1 typist. The shortage of staff is self evident. As the Board has remarked that requests from the districts for morestaff are being considered with 'expedition and sympathy' I feel that the above details are sufficient to suggest that at least two additional upper division clerks and two additional lower division clerks may be recommended to be sanctioned for the general branch in the Collector's office for the present, till such time as a more rational basis for assessing the volume of work is prescribed, if necessary after consulting the othe Collectors in the state and a uniform standard of work for clerks and section heads is adopted for all offices whethe in Madras or in the moffusil.

6. Proposals for the strengthening of the subordinate offices will be submitted in due course, after the reaction of the Board to my ideas expressed in this letter become known.

7. I submit in conclusion, that the work in a taluk office of Revenue Divisional Office, or a Collector's office is no less important than that in the Board's office or the Secretariat. Often, the work in mofussil offices is of a tougher nature and is also of greater public importance, as the common man comes into contact with these offices, and dilatoriness, delay or ineffieiency in them will tend to give an undesirable and unfavourable impression about the administration in general. In the best interests of the Government and the people it will be well worthwhile to incur the lillte extra expenditure involved in strengthening the staff when so much is to be gained ~~easily~~. Thank

Yours faithfully,

For Collector.

3/8/83

IN DUPLICATE

Ref.C.No A1. 25252/52/6. S.Kanara Collector's office, Mangalore dated 3-4-1953.

From

Sri C.A.Ramakrishnan I.C.S.,
Collector of South Kanara,
M A N G A L O R E.

To

The Secretary to the Board of Revenue,
Land Revenue, Chepauk, M A D R A S. 5

Sir,

SUB: ESTABLISHMENT: Temporary (South Kanara) Collector's office, -Increase of work - Employment of additional staff - Proposals - Further report submitted

Ref: 1.My Ref.A1. 25252/52.5 dated 7.2.53 pp 2 - 4
2.Board's Ref.No.M.933/53.1 dated 23.2.1953.

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I enclose the two statements called for in the Board's reference cited.

2. The D.O.M. contemplates the functioning of a separate clerk for "tappal work". Prior to 1942 one L.D.C. was attending to both despatch and tappal work in this office as the work then was manageable. Subsequent to 1942 there was abnormal increase under both items. With the sanction of 4 additional L.D.Cs for increased work in G.O.Ms.No 1086 Rev. dated 18.1.1943, one clerk was exclusively in charge of tappal work and one in charge of despatch work. Other temporary L.D.Cs were given other subjects. One of these L.D.Cs was exclusively deputed to work in the L.Section under the District Surveyor. In G.O.Ms.No.1906, F & A. dated 27.9.1951 one of the 4 temporary L.D.Cs was transferred to the Civil Supplies Branch. Again in G.O. Ms.No.1192, Rev.dated 21.4.1952 one out of the remaining 3 posts of temporary L.D.Cs was ordered to be abolished on the ground that the statistics furnished did not justify the further retention of all the three L.D.Cs. In this connection I may point out that the statistics on the basis of which the abolition was ordered could not be quite convincing as no full data could be furnished in respect of the tappal clerk and the despatch clerk who were not maintaining any personal registers in respect of the work they were doing. The tappal clerk had to attend to tappal work the whole day in addition to a few subjects entrusted to him. The aspect of the matter does not appear to have been considered. Now, on account of the orders in Board's Ref.No.Z 3029/52 dated 9.8.1952, I have had to redistribute the work and depute one out of the 2 L.D.Cs retained in G.O.Ms.No 1192 Rev.dated 21.4.1952 to attend to Land Records Work. The post abolished in G.O.Ms.No.1192, Rev.dated 21.4.1952 is one which was in existence from 1942-43. I request that the Board may be pleased to move the Government for either a reconsideration of the above orders and sanctioning the abolished post or to sanction a separate L.D.C. to attend to land Records Work. The statistics furnished in the enclosed Statement under "L.Section". will justify the employment of a separate L.D.C. for that section of the Collector's office.

3/- The statements of statistics and work allotted will show that the H.S. has to supervise the work of 7 clerks in the A.Section and the work under "community Projects" allotted to E1 clerk besides general supervision over the whole office and other functions allotted to him under the D.O.M. The Huzur Head Clerk has to supervise the work of 9 clerks of B. & E. Sections and the typing and despatch work in

I have noticed several bad delays in putting up papers by some of the clerks in the B & E. Sections. On an investigation of the matter I have come to the conclusion that the delays were not only due to the heavy work but also due to want of proper supervision over all the clerks. The subjects dealt with in these sections are heavy ones and a section Head dealing with such subjects can satisfactorily supervise the work of only 3 to 4 clerks. There is therefore, urgent need for another section Head. My previous reports did not make mention of the increase of work entrusted to the Section Heads but now I find that part of the delays and tardiness in the disposal of files is due to the inability of the Section heads to keep pace with the increasing No.of files for disposal. I, therefore, request that the Board may be pleased to address the Government for the sanction of one Additional Huzur Head Clerk in the scale of Rs.150-5-200 with the usual allowances for a period of one year in the first instance.

4/- The proposals in paras 2 and 3 above are in addition to those made in my Ref.Al. 25252/52.5 dated 7.2.1953.

Yours faithfully

For Collector. 4/53

4-4.

of advance[illegible] to Malaya evacuees, Displaced persons etc., [illegible] bolished with effect from 3.12.5-53 (A.N) with[illegible]ce to G.O.Ms.No.1233,P.W.D.dated 19.3.52 and t[illegible]k is now being attended to by L.D. A9.

(d)~~The post of Temporary U.D.C. for Community Projec was abolished w.e.f. 30.11.52 A.N. and the work is now attended to by E1.~~

The post of Temporary U.D.C. A8 for requisitioning and derequisitioning of lands for military at Kumbla and Uppinangadi was abolished prior to 1949 and the work relating to further correspondence was allotted to E1. and he is attending to it. The present sanction for this post accorded in G.O.Ms.No.1192. Rev.dated 21.4 expired on 31.3.53. The Board has in its Ref.1311/53.1 dated 26.3.53 recommended ~~from~~ for continuation.

(d)The post of Temporary U.D.C. for Community Projects **

(e)Sanctioned in 1952. This post was temporary L.D.C. till [illegible].53 (G.O.Ms.No.1595,Rev.dated 29.5.52 and G.Ms.No 3272,Rev.dated 12.12.52). It was upgraded as U.D.C. with effect from 18.3.53 with reference to G.O.Ms.No 300 Rev.dated 31.1.53.

(f)The present sanction for this post is till 15.7.5 G.O.Rt.No.818 W.dated 27.8.52)

** was abolisned with effect from 30.11.52 and the work is now attended to by E1.

1. B-1-L.D.C. Permanent (Land Acquisition)	6	8
2. B-2 L.D.C. Permanent (Amindivis)	15	21
3. B-3 L.D.C. Permanent (Alienation)	16	22
4. B-4 L.D.C. Permanent (Probates, Pauper suits etc)	20	25
5. B-5 L.D.C. Permanent (Assignments)	33	32
6. B-6 L.D.C./U.D.C.(e) Temporary (Assignments)	-	12
7. B-7 U.D.C.(f) Temporary (Rural Welfare)	11	15.

D.SECTION (UNDER THE HUZUR HEAD CLERK)

1. U.D.C. Permanent (F.C.S.)	31	32
2. Typists Permanent- 4	-	--
3. Typist Temporary 1(g)	--	--
4. Typist Temporary 1(h)		
5. L.D.C.(Despatcher)Permanent.		

(g) The present sanction accorded in G.O.Ms.No. 492, Rev.dated 21.4.52.expired on 31.3.53, its continuance for further one year has been recommended to Government in Board's Ref.M.1311/53.1 dated 26.3.53.

(h)This is a temporary typist for election. The post was abolished with effect from. 29.2.52. (A.N.)

E SECTION(UNDER THE HUZUR HEAD CLERK.

		3	4
1. E1.	U.D.C. Permanent (Record keeper	19	24
2. E2.	L.D.C. Permanent (Asst to Record keeper)	23	39

L. SECTION(UNDER THE DT.SURVEYOR

1. L.	L.D.C. (from the General Section) temporary (i)	26	29

(1)P[illegible]e remarks against (b)above.
This pos[illegible]nce abolished with effect from.
30.4.52 [illegible]th reference to G.O.Ms.No.1192,
Rev.dated [illegible]2. After the receipt of Board's L.Dis
Z.3029/52 [illegible]9.8.52 L.D.C. A6 has been deputed
to work i[illegible] post with effect from 1.9.52.
The Prese[illegible]tion accorded in the above G.O.
expired on [illegible]53. The Board has recommended furth
sanction i[illegible] Ref.M.1311/53.1 dated 26.3.53.

ABSTRACT OF STAFF IN THE GENERAL BRANCH(Excluding [illegible] section).

****

(1)Permanent.

(i) Post on Rs.110/-	1.	
(ii) U.D.Cs.	5	
iii) L.D.Cs.	7	
(iv) Typists	4	
	17	

Temporary

(i)U.D.Cs.	3	(Election, Assi[illegible]t & Rural Welfare)
(ii)L.D.Cs.	3	(of which 1 is [illegible]ition clerk and 2 for Additional work sanctioned [illegible].D.Ms.No 1192, Rev.dated 21.4.52)
(iii)Typists	1	(G.O.Ms.No 119[illegible] .dated 21.4.52)
	7	

South Kanara Collector's office)
Mangalore dated 3.4.1953)
mv 4.4.

T Kaveriappa
For Collector.
5/4/53

IN DUPLICATE

II statement showing the work allotted to each clerk in the GENERAL BRANCH of the Collector's office South Kanara.

Clerk No.	Items of work allotted.
1	2
	A Section
A-1	1. Revision petition in Darkhast cases, leases 2.Revision petitions in transfer of registry cases. 3.Appeals in encroachment cases. 4.Appeals against orders of appointments of and punishments to Village officers. 5.Appeals against orders of appointments, pubishments, leave etc of public servants. 6. Petitions regarding resettlement classification 7. Settlement and resettlement 8. Office organisation, office procedure, office orders etc 9.Petitions under the Marumakkathayam Act 10.Debt conciliation Boards 11.Petitions and references under Madras Agriculturists relief Act 1938 12.Embezzlement of Government money by public servants, Village officers.etc 13.Honours and Titles, republic and Independence day celebrations 14. Correspondence relating to the visits of Governors and High personages 15.Village Officer's special test examinations 16.Special and departmental tests by the P.S.C Madras 17.The Madras Buildings (Lease and rent control) Act 1949 18.Budget estimates relating to Collector's tour charges, Village officer's special tests and sanction of arrears of pay to Village officers. 19.Half yearly tour statements of (a) Collectors (b) Revenue Divisional Officers (c) Tahsildars and Dy.Tahsildars. 20.Half yearly revenue business statements of (a) Collector's office (b) Revenue Divisional Officers office and Treasury Dy.Collector and (c) Tahsildars and Dy.Tahsildars. 21.Inspections of Revenue Divisional Officer's offices-preparation of preliminary notes. 22.Dealing with Revenue Divisional Officer's reports on inspection of T.Os and D.T.Os 23.Maintenance of consolidated Periodical register. 24.Maintenance of registers of temporary establishments. 25.Maintenance of T.A bills, office copies and register of bills. 26.Sanction of advances of pay and T A on transfer 27. Agricultural labour enquiry. 28.The multipurpose National sample survey 29.The Malabar Tenancy Act 30.Correspondence with Board and Accountant General relating to treasury and 'objections' from Accountant General 31.Railway Protection schemes--correspondence, statement etc 32.Any important Board and Government references especially marked by the Huzur Sarishtedar
	1.All Public services (except appeals) 2. Leave and appointments 3.Confirmation and promotion 4.Pay and allowances. Increment of S.Kanara Collector's office and Addl. I class Magistrates 5.Condonation of break in service 6.Fundamental rules, M.T.A. Rules 7.Maintenance of Casual leave and attendance register 8.Correspondence relating to inferior servants.
	1.Escheat of personal and real property 2.Suit notices relating to all subjects 3.Suits other than pauper suits. 4.Security of employees in Revenue department 5.Security bonds--solvency verification

A3 (Continued)	6.Treasure Trove Act. 7.Estate land Act 8.Court of wards Act 9.Attachment of immoveable properties belonging to absconding persons. 10.Recoveries of Magisterial fines by execution etc.
A4.	1.Prohibition. Issue of licences under the Madras Prohibition Act 1937, Dangerous drugs act and opium rules. 2.D.C.B of Abkari (Prohibition) Revenue
A5	1.Jamabandy 2.Land Revenue 3.Agricultural statistics 4.Cesses--credit to Panchayat Boards 5.Coffee returns 6.Floods, fire and famine 7.Charitable institutions 8.Religious institutions 9 Livestock Census 10.Commercial crops market Act 11.Income tax 12.General sales tax Act 13.Season report 14.Central Excise
A9	1.Displaced persons from Pakistan, Rehabilitation 2.Evacuees and recovery of loans granted 3.Evacuee property 4.Savings (ways and means) 5.Broad-casting 6.Military act a 7.M.S.S.A Board 8.Ex-servicemen 9.Red cross 10.Social welfare 11.Women's welfare
A11	1.Elections

B. SECTION.

Clerk No.	Item of work allotted
1	2
B1	Land Acquisition
B2.	1 Excluded Areas 2. Port and Marine 3. Cooperative Societies 4. Fisheries 5. Discretionary grants 6. Ferries 7. Grant of lands within port limits 8. Wild animals 9. The Madras Maternity Benefit Act 10. Navigation 11. Harbour craft Rules 1933 12. Vegetable oil products Act.
B3	1. Alienation 2. Roads and Vestiture of roads 3. Reservation of land for schools, playground etc., 4. Panchayat courts 5. Village Panchayats 6. The Indian Shipping Act 7. Railways 8. Education 9. The workmen's compensation Act 10. Holidays 11. Political Pension 12. Census 13. Hindu Religious Endowments. 14. Annual Statement showing the movable property costing more than Rs.50000/- purchased and relinquished.
B4	1. Pauper suits 2. Stamp Duty 3. Probate 4. Local Boards 5. Municipalities 6. District Leprosy Council 7. Veternary including Live stock 8. Plague 9. Fairs and festivals 10. Public Health 11. Meteorology 12. Assignment of Political sufferers
B5.	1. Encroachments (~~te~~ other than appeals and Revision Petitions 2. Leases of lands outside Port limits. ~~3. Applications for transfer from one classification to~~ 4. Loans under [illegible] 5. Loans under Agricultural Loans Act 1935 6. Loans for construction of dwelling houses of rural areas 7. State aid for industries 8. Grow More Food scheme.
B6.	1 Assignment.
B7.	1 Rural Welfare 2. Rural Reconstruction 3. Village Industries 4. Establishment connected with the 5. Rural Welfare Scheme 6. Forest 7. Rural water supply in selected firkas and centres

B7 (contined)

8. Irrigation in selected firkas and centres
9. Medical relief in selected firkas and centres
10. Communications -do-
11. Live stock -do-
12. Agriculture -do
13. Vanamahotsava
14. Bangalow reservation.

E SECTION.

Clerk.No.	Items of work allotted.
1,	2.
E1.	1. General supervision of the Records Establishment and the custody of records.
	2. Selection of papers for destruction, destruction of papers according to sanctioned list.
	3. Checking and receiving of disposed of files, copy application and disposal files from Accounts sections.
	4. Punching stamps on files received into the record room.
	5. Issue and receipt of files returned by clerks and watching their prompt return.
	6. Preparation of monthly arrear list of records.
	7. Correspondence relating to public building.
	8. -do- Property tax on buildings (Collectors and taluk offices)
	9. Correspondence on furniture supply and repair of.
	10. Fire extinguishers.
	11. Survey instruments.
	12. Dorrespondence on ~~electricity~~ Electricity and issue of Essentiality certificates.
	13. Repair and maintenance of buildings.
	14. Correspondence relating to copyists and examiners.
	15. Budget under '25 General Adm. relating to P.C.R.Rates and Taxes - Purchase and repair of furniture and Bicycles et
	16. Correspondence r lating to court seals, office seals and badges.
	17. Arragging and keeping index cards and sending them for printing.
	18. Pay bill of copyist establishment
	19. Correspondence on typewriters, supply repair and renewals.
	20. Correspondence relating to flags, hoisting etc.
	21. Despatch of waste paper from the Collector's Office to Andhra Paper mills etc.
	22. Correspodence relating to supply of [illegible]
	23. Bulbs.
	24. D.O.I.Rules. Requisitioning and derequisitioning of lands under the defence of India rules.
	25. 1. All correspondence relating to Community Projects in the Collector's office. 2. The formation of P.I.committee. 3. The P.Executive Committee.
E2.	1. Books and publications. 2. Custody of Library and its maintenance. 3. Distribution of correction slips.

4. Copy applications.

5. Return of documents.

6. Issue of Government Technical Examination certificates.

7. Posts and Telegraphs

8. Trunk call bills.

9. Electric charge bills.

10. Archaeology.

11. Issue of records to other offices.

12. Service of summons received from other offices and courts.

13. District Gazettes - Publication and Distribution

14. Mines and Minerals.

L section.

Items of work allotted.

L. 1. Tappal distribution of the Collector's Office.

2. Revenue Records and Registration.

3. Survey.

4. Survey and Land Records establishment.

5. Survey training of Karnams and Revenue Subordinates.

6. Maintenance of Survey Advance Accounts.

S.Kanara Collector's Office,)
Mangalore dated 3.4.53

For Collector. 3/4/53

1,002—16-2-53. ..

C. No. 383721/53.

Revenue Department.

READ.—

re. Issue of DA 19/5/53

From the Board of Revenue, Reference No. M. 933/53-2, dated 29-4-53

G.O. Ms. No. 1424, dated 19.5.1953

The Government sanction the employment/~~retention~~ of the additional staff specified in the Annexure below on the scales of pay and for the periods, etc., mentioned therein. The staff sanctioned will be eligible to draw the dearness allowance and other allowances admissible to them under the rules.

2. The expenditure should be debited to the appropriate sub-heads under "25. General Administration".

19/5/53

5-5-53 7550

8/5/53 19/5

To the Board of Revenue. (d.R)
" Accountant-General, through Finance Department.
" Collector of South Kanara.

SD 21/5/53

ANNEXURE

Office in which sanctioned. (1)	Staff sanctioned. (2)	Government Order in which last sanctioned. (3)	Purpose. (4)	Scale of pay. (5)	Period of present sanction. (6)
1. Collector's Office, S. Kanara.	Gne u.d.c	——	To cope with the increase of work	Rs 80-110 p.m	One year from the date of appointment with the meaning as mentioned is earlier.
	Gne l.d.c	—	do	Rs 45-90 p.m.	do.

5-5-53 7550

8/5/53 19/5

~~Xact~~ plc.t

no. / 38372 4/5-3] Establishment - Temporary - (South Kanara) - Collector's office - Increase of work - Employment of additional staff - Proposals -

p1 c.f. From the Bd of Rev Ref No. M. 933/53-2 B/29-4-53.

To U.S.

Please see the Coll^rs letters and the Bd's report thereon at pp 1-7 c.p.

2. The proposal in this file relates to the appointment of additional staff in the Coll^rs office, South Kanara. The Coll^r has applied for the appointment of one Huzur Head clerk, two upper division clerks and three additional lower division clerks for the Coll^rs office on the ground of general increase in work. The Bd of Rev after examining the proposals has recommended the appointment of one u.d.c and one l.d.c for the Coll^rs office, for one year from the date of appointment. As all clerks in the collector's office except the Land Acquisition clerks are receiving more than 10 currents per day there seems to be no objection in agreeing to the Bd's proposal. Subject to orders a draft order is submitted below for approval.

3. Finance may see for acceptance of the draft order below.

O: The scale generally adopted for the employment of the 2 U.D.C's and 3 L.D.C's asked for by the Collector. But in view of the present financial stringency perhaps we may sanction 1 U.D.C and 1 L.D.C as recommended by the Bd

8/5/53

10/5/53

5.5.

7/5/53

- in every sanctioning addl staff in 1 lot's
for 10 currents per day (including replies to
old currents etc). The draft (below) is
for approval

RK
8/5/53

Rev no. No.

Finance Sec 38372 L/S3-1
10-5-53

The draft order below may
be accepted.

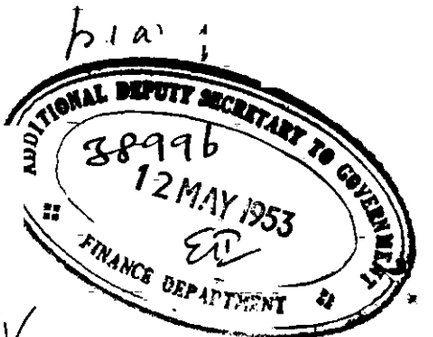
The extra cost involved is about
Rs 2,900 p.a.

RR
13.5.53

13/5/53

14/5/53 Rev

Fin



REV

Fin no 38996/Sec-1
14.5.53

To L.S.

The draft order below
may now issue.

8-5-53

18/5/53